



# VETERAN MEMORANDUM

## Wheeling Jesuit University

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street Address City State Zip

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Chapter/Benefit:  30 Montgomery (Active Duty)  31 Vocational Rehabilitation  33 Post 9/11 GI Bill  
 35 Spouse/Dependent (DEA)  1606 Montgomery (Reserve/National Guard)

Program/Major: \_\_\_\_\_ Graduation Expectancy: \_\_\_\_\_

Type of Degree:  Undergraduate  Graduate  DPT  ACT  
Has your major changed since your last certification?  Yes  No  
(Changes in Program/Major MUST be reported and approved by the VA)

Enrollment: I will enroll for \_\_\_\_\_ hours for  Fall  Spring  Summer semester of 20\_\_\_\_.  
credits Select Semester Year  
Are any courses on-line?  Yes  No Are any courses being repeated?  Yes  No

Please keep in mind that non-punitive grades such as “NCR”, “W”, and “X” are not acceptable to the Veterans Administration for payment of benefits. **It is the student’s responsibility to report changes in his or her enrollment to the certifying official. It is extremely important that you not withdraw from classes if your course load will be reduced to below the level for which you were certified.** If you withdraw from courses and receive the grades listed above, the Veterans Administration will consider you as being overpaid for the entire semester unless you can provide proof to them that there were mitigating circumstances involved (*returning funds for overpayment is the student’s obligation*). In summary, **before dropping any classes or before you cease attending classes**; please check with the VA certifying official in the Registrar’s Office to determine any consequences.

This is to certify that I have read the above information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wheeling Jesuit University  
Office of the Registrar  
316 Washington Ave., Wheeling, WV 26003  
Phone: (304) 243-2238 | Fax: (304) 243-2349  
Email: registrar@wju.edu